

ARMY and Department of the NAVY BPA ORDERING GUIDE

This Ordering Guide has been developed by the Government procurement team to assist IT buyers and contracting officials to order technology products and/or services from the BPA holder. This Guide contains essential information about the BPA, identifies the authorized users of the BPA, summarizes the products and services available under the BPA and instructions for users to place an order, and provides Points of Contact information to provide support.

Contents

1. BPA General Information	2
2. Authorized BPA Users	3
3. Products and Services Overview	3
4. Ordering Officer Responsibilities	3
5. Ordering Process	4
6. BPA Points of Contact	7
1. BPA General Information CONTRACTOR / VENDOR	IMMIXTECHNOLOGY, INC.
GSA SCHEDULE NUMBER AND WEB LINK	
GS-35F-0265X	https://www.gsaadvantage.gov/ref_text/GS35F0265X.PDF
BPA NUMBER AND WEB LINK(S)	
W52P1J12A0016	www.chess.army.mil

BPA EFFECTIVE DATE

8/6/2012

BPA ORDERING PERIODS This BPA includes a two-year base ordering period, with two (one-year) option ordering periods. * (Subject to Annual Review)

BPA Base Period: Ordering Period 8/1/2012 - 7/31/2013

BPA Option 1: Ordering Period 8/1/2013 - 7/31/2014

BPA Option 2: Ordering Period 8/1/2014 - 7/31/2015

BPA Option 1: Ordering Period 8/1/2015 - 7/31/2016

BPA Option 2: Ordering Period 8/1/2016 - 7/31/2017

2. Authorized BPA Users

a. The BPA is open for ordering by all ARMY and Department of the NAVY components.

3. Products and Services

Products and Services Overview Category	Publisher(s)	Product Line
PTC WINDCHILL Items (Refer to vendor's pricelist)		
Office Systems	PTC	WINDCHILL
Products to include Licenses, Upgrade Licenses, Upgrade Plan, Renewal Upgrade Plan and Support products. Software, licenses and maintenance (Full list is available at www.CHESS.ARMY.mil)		

4. Ordering Officer Responsibilities

- a. Ordering is decentralized. Orders are to be prepared by a Government Ordering Officer (a duly warranted Contracting Officer whose warrant authorizes purchases from the GSA Schedule) in accordance with the terms and conditions of the BPA and the GSA Schedule.
- b. This is a multiple award BPA established competitively against GSA Schedule. Refer to the CHESS website at www.CHESS.ARMY.mil for the listing of the multiple award vendors.
- c. It is the responsibility of the Ordering Officer to:
 - i. Comply with the ordering procedures of FAR 8.4 (Federal Supply Schedules) and DFARS 208.4 (Required Sources of Supply)
 - ii. Obtain competition and/or execute and publish brand name or limited source justifications as applicable.
- iii. Provide fair opportunity to be considered for each order to all BPA holders who offer the applicable product and/or service required;
- iv. Ensure compliance with all fiscal laws prior to issuing an order under the BPA;
- v. Incorporate into the order any regulatory and statutory requirements that are applicable to the agency for which the order is placed, if pertinent requirements are not already included in the BPA; [Note: The DFARS clauses listed in Attachment C of the BPA are those in effect as of the effective date of the BPA. Ordering Offices are responsible for incorporating the most current version of the applicable DFARS clauses in the Delivery Order as appropriate.]
- vi. Obtain the required authorization to acquire the products or services through the CHESS BPA in accordance with FAR Part 51 (Use of Government Sources by Contractors) when a third party is ordering on behalf of a Government component;
- vii. Ensure the vendor selected for the order represents the best value and the lowest overall cost alternative. (Note that the BPA terms encourage spot discounting.);
- viii. Review the terms and conditions recommended for ordering software, services or hardware provided in the BPA Attachments and secures the additional terms and conditions that represent the best value for the government.

5. Ordering Process

- a. DFARS Regulation 208.74 Enterprise Software Agreements (ESA)
 - i. The BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74, which directs DoD software buyers and requiring officials to check the CHESS website (www.CHESS.ARMY.mil) for CHESS inventory or the availability of an ESA or component specific Enterprise Agreement (EA)

before using another method of acquisition. These steps are summarized as follows from the DFARS:

1. Check the Enterprise Agreement Summary Table at www.CHESS.ARMY.mil to determine if commercial IT products or services have already been purchased and are available through an Enterprise License Agreement (ELA). If they are available, purchase the designated software from CHESS inventory and reimburse the SPM or through the ELA process, if available, which will be provided on the CHESS website <https://chess.army.mil>.

2. If the required commercial products or services are not available from inventory or from an enterprise software agreement, the ARMY and Department of the NAVY component may use an alternate method of acquisition, subject to applicable laws and policy.

3. If the required commercial products or services are not available from inventory but are available from an Enterprise Software Agreement (ESA) and/or ELA, buyers must follow the procedure in the DFARS Section 208.74.

4. If an ARMY and Department of the NAVY component must obtain the commercial products or services outside the CHESS BPA, the component may seek a waiver from a management official designated by the ARMY and Department of the NAVY Component.

a. Ordering.

i. Orders are subject to the ordering office's local policy, the underlying GSA Federal Supply Schedule, and the terms of the BPA and may be placed directly with the vendor after compliance with the ordering procedures specified in paragraph 4 above by: 1. Execution of delivery/task order (SF1449) through the servicing base contracting office.

b. Contractor / Vendor Information

SF1449 Ordering Address

ImmixTechnology, Inc

8444 Westpark Drive, STE 200

McLean, VA 22102

Remit To:

ImmixTechnology, Inc

8444 Westpark Drive, STE 200

McLean, VA 22102

CAGE 3CA29

DUNS 098692374

TIN 54-1912608

Business Size Small Business

c. Place BPA number W52P1J-12-A-0016 in Block 2 and a locally assigned delivery order number in Block 4.

5. Or, place GSA Contract Number GS-35F-0265X in Block 2 and a locally assigned GSA delivery order number in Block 4. When the GSA Contract Number appears in Block 2, Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA W52P1J-12-A-0016.

*Delivery order number assignment is determined by the Ordering Office

internal procedures.

a. The completed SF1449 will be forwarded (fax or mail) to the contractor at the following address:

Mail Orders to:

ImmixTechnology, Inc
8444 Westpark Drive, STE 200
McLean, VA 22102.

FAX ORDERS to:

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A copy of SF1449 must be sent to the servicing DFAS center.

b. Information Required from the Ordering Office

- i. End User and Name
- ii. End User Email Address
- iii. End User Phone Number

6. BPA Points of Contact

a. Contracting Office

Procuring Contracting Officer (PCO)	Alternate Point of Contact
POC Jill M. Sommer	Steven A. Szalo
Voice 309.782.3582	309-782-8568
Email jill.m.sommer.civ@mail.mil	steven.a.szalo.civ@mail.mil

c. Vendor Points Of Contact

Program Manager

1) Ordering

POC: Laura Chanmany
Voice: 703.663.1928
Email: Laura_Chanmany@immixgroup.com